

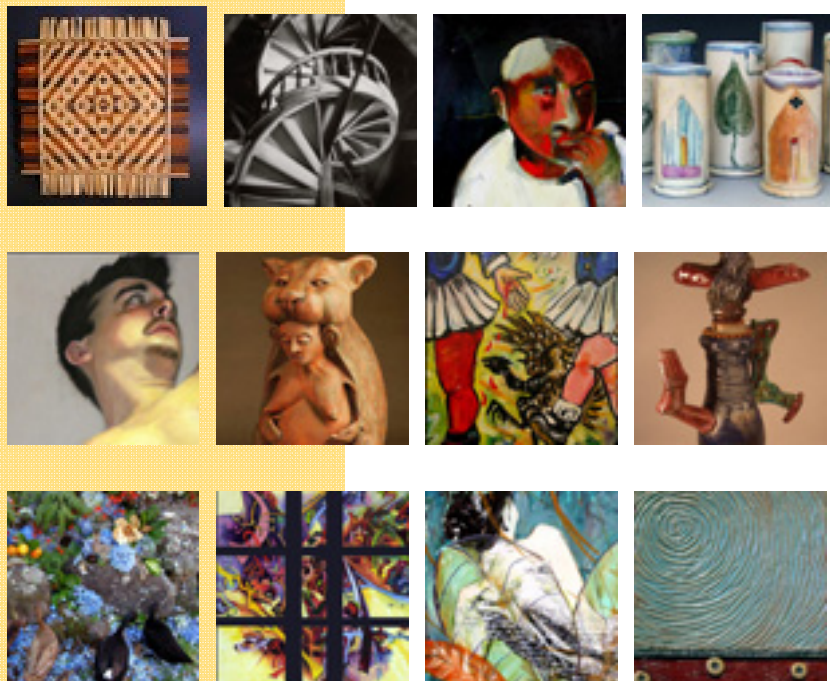


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## FY2010 Individual Artist Program



### Grant Period:

July 1<sup>st</sup>, 2009 –  
June 30<sup>th</sup>, 2010

### Deadlines:

#### ***Application Due***

4:30 p.m. (EST) Monday,  
February 2<sup>nd</sup>, 2009

#### ***Final Grant Report Due***

4:30 p.m. (EST) Monday,  
May 31<sup>st</sup>, 2010

The Individual Artist Program application must be completed in the [IAC's online grant system](#). Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



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*The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.*

## The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

## Program Grant Description

The Individual Artist Program (IAP) supports individual artists in all disciplines for specific project-related costs that will have a positive impact on the artist's career and will occur between July 1, 2009 and June 30, 2010. Using the [IAC's online grant system](#), applicants may request up to \$2,000 by the deadline: February 2, 2009.

### IAP disciplines, IAC contacts, and generalized definitions:

- Crafts ([Kristina Davis](#)) – Projects by contemporary craft artists working in a wide variety of media including clay, fiber, glass, leather, metal, paper, wood, and mixed media;
- Dance ([Bobbie Garver](#)) – Projects in classical, modern, jazz, and ethnic dance, including performance and choreography;
- Design ([Susan Britsch](#)) – Projects by designers working in a wide variety of design fields, including conventional and landscape architecture, fashion, graphic, interior, industrial, and urban design;
- Folk Arts ([Kristina Davis](#)) – Projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, occupation, religion, or geographic area;
- Literature ([Susan Britsch](#)) – Projects that encourage creative writers, including poets, novelists, short story writers, essayists, and literary critics;
- Media Arts ([Bobbie Garver](#)) – Projects to produce, exhibit, and preserve work in film, video, television, and radio, including screenplays and radio scripts;
- Multi-Arts ([Kristina Davis](#)) – Applicant combines up to three separate arts disciplines (personally using each discipline) to create/produce the project;
- Music ([Kristina Davis](#)) – Production of a variety of musical projects including performance and composition;
- Photography ([Bobbie Garver](#)) – Photographer's projects in a wide variety of mediums and experimental works;
- Theatre ([Bobbie Garver](#)) – Projects related to playwriting, the development of drama, the support of theatre artists, and the production of quality theatre;
- Visual Arts ([Susan Britsch](#)) – Projects by visual artists working in a wide variety of media including drawing, painting, printmaking, sculpture, mixed media, 2-D and 3-D installations, and experimental works.

## Your Eligibility for Application

Prior to application, it is essential to **understand** ALL of the following requirements. You must be able and willing to fulfill every requirement listed to receive a grant for your application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescindment.

- Technology requirements and restrictions
  - Must provide current email address;
  - Must update contact information in the [online IAC grants system](#);
  - Must **electronically** submit all required documents to be eligible (except for DVDs); and
  - IAC staff cannot provide advanced technical assistance for personal computer or software-related problems.
- Applicant requirements and restrictions
  - Must be at least 18 years of age;
  - Live in Indiana for one year immediately preceding the date of application;
  - Must be and remain an Indiana resident during the grant period;
  - **NOT** Enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 1, 2009;
  - **NOT** a FY2009 Individual Artist Project grantee from the IAC (July 1, 2008 through June 30, 2009); AND
  - **NOT** applying as part of a collaboration for which another artist is also applying in the same fiscal year.
- Allowable project expenses
  - Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
  - Documentation of work;
  - Travel essential for artistic research or to present or complete work; or
  - Advanced workshops that further career development
- Match requirements
  - No match is required; however, your entire budget should be detailed in your application.
- Artistic documentation requirements and restrictions
  - All applicants are required to submit discipline-specific artistic documentation that is relevant to the proposed project;
  - Works selected as documentation must have been *produced after* February 1, 2006 and must feature works created by the applicant;
  - Applicants must understand and agree that the IAC may use artistic documentation submitted by the artist to promote the artist's grant award through agency publications, promotional activities and website. The usage may include brochures, annual reports, television promotions, etc. Documentation will **NOT** be returned to applicants; and
  - **Cassettes, Slides, CDs, and VHS WILL NOT BE ACCEPTED.**

## Discipline-specific documentation requirements

IAP Discipline	Documentation Type	Submit online in Sample Bank	Submit Physical copy to IAC*
Crafts	Six JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable)	Yes	No
Dance	DVD with (up to) a 5-minute formatted segment	No	Yes
Design	Six JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable)	Yes	No
Folk Arts	1. One-page narrative describing traditional art knowledge acquisition (Word, 11-point type, and double-spaced); and 2. Discipline-specific documentation as listed in this chart	Yes Varies	No Varies
Literature	10- 15 pages of applicant-authored samples. Pages must be in Word, numbered, double-spaced, and 11-point type. For short stories and essays, submit complete chapters. Submit poems in appropriate format (stanzas).	Yes	No
Media Arts	DVD with (up to) a 5-minute formatted segment	No	Yes
Multi-Arts	Discipline-specific documentation listed in this chart	Varies	Varies
Music	1. (Up to) 5-minute audio file with specified segment/track (MP3, WMA, AIFF, or AU); OR 2. If submitting a musical score, include entire work of 10 pages or less, if more pages, submit one movement. PDF format.	Yes Yes	No No
Photography	Six JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable)	Yes	No
Theatre	1. 10 – 15 pages of applicant's samples in Word, numbered, double-spaced, and 11-point type. A scene is preferable; OR 2. DVD with (up to) a 5-minute formatted segment; OR 3. Six JPEG images, formatted at 1920x1920 pixels (one can be used for detail if applicable)	Yes No Yes	No Yes No
Visual Arts	1. Six JPEG images, formatted at 1920x1920 pixels (one can be used for a detail if applicable); OR 2. If submitting a kinetic installation, DVD with (up to) a 5-minute formatted segment	Yes No	No Yes

\*Mail or deliver DVDs to the IAC office by 4:30 PM (EST) on February 6, 2009. The DVD must contain the artist's name, address, and a contact phone number to be eligible. **The panelists will view the DVD segment from the beginning only.**

## Your Eligibility for Application Continued...

- Financial/Official form requirements
  - Grant recipients are required to sign and complete a grant agreement, IRS W-9, Form E-1, and the Direct Deposit form before payment is issued.
    - The grant agreement is the official contract with the IAC and must be [procedurally signed and approved](#) by multiple state entities after receipt from the grantee. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains – including its references to these guidelines.
    - The [IRS W-9](#), [Entity Annual Report \(Form E-1\)](#), and the [Direct Deposit form](#) are required by the State of Indiana for payment to a grantee. Inaccurate or incomplete forms are shredded and may hold up or forfeit grant payments.
- IAC Reporting requirements
  - **Form E-1:** Nongovernmental organizations (entities and individuals) receiving financial assistance from governmental sources in the form of grants, subsidies or contributions, are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts. Receipt of the funding referred to above subjects you to state audit requirements discussed in IC 5-11-1-9. The information you report on the Entity Annual Report enables us to assist you in correctly determining your auditing and reporting requirements. E-1 Forms should be submitted to the IAC with your signed grant agreement. The IAC will then forward the form to the State Board of Accounts.
  - **Two State Legislator Letters:** Grantees are required to write at least two letters to their [local, state legislators](#) to thank them for making these funds available. The letter should raise awareness of the project that was funded in your community; the first copy is due with your signed grant agreement (sometime in July/August depending on your submission of the agreement), the second is due with your final report on May 31, 2010.
  - **Project modification (if change is necessary):** During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT, grantees must notify the IAC of any changes that may affect the funded project via the Project Modification form in the [IAC online grants system](#). A change would include a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. Grantees may be required to return all or a portion of the grant money to the IAC if this procedure is not followed.
  - **Final report:** All grantees must submit a completed final grant report and a copy of the 2<sup>nd</sup> letter that was sent to the legislator by May 31, 2010. The final report is accessible through the [IAC online grants system](#).

## Your Eligibility for Application Continued...

- Acknowledgement and credit of public funding requirements
  - All grantees **MUST** credit the Indiana Arts Commission and the National Endowment for the Arts for their support in ALL publicity and printed materials related to the funded project. Logos and credit lines must be included in a prominent location and type size. Logos can be accessed on our [website](#). The credit line for activities receiving funding should read: “Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.”
- Audit requirements
  - No audit is required.
- Monitoring/records retention and tax responsibility
  - Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years.
  - Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.
- Payments
  - All payments are contingent upon adherence to all grant guidelines and reporting requirements.
  - The first grant payment will be for 75 percent of the total award. Funds will be transferred to the grantee’s bank account after the grant agreement and aforementioned documents have been approved by all three State agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.**
  - The second and final grant payment will be for 25 percent of the total award. Funds will be transferred to the grantee’s bank account after the final grant report and legislator letter have been submitted and approved.
- Public manifestation, fair labor, drug free, and civil rights
  - ***Your signed Individual Artist Program application form and signed Grant Agreement indicate that you understand the detailed information provided at this [link](#) and you are in compliance with these laws.***



## Your Grant Application

The due date for your completed application is February 2, 2009. The submission of your application is your indication that you have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

How to apply:

- Open your Internet browser and navigate to [www.in.gov/arts](http://www.in.gov/arts)
  - Click “For Applicants” then click “Grants Available”
  - Click the appropriate grant program link
  - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application.
- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. DO NOT copy and paste narrative text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos.
- If you wish for staff to review a draft of your application, it must be received at the IAC no later than **January 16, 2009**. [Click here to view an example of a well-prepared application](#). This is intended only as a guide and imitation does NOT ensure a grant. Duplication will result in ineligibility.
- Upload any artistic documentation noted in the requirements. DVDs must be received at the IAC by 4:30 PM (EDT) on February 6, 2009.
- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted.
- Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.
- **Only submit the electronic copy, a “physical” copy is no longer required. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

## Application Review Process

- After receipt of completed application, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found, your application will be ineligible for review. The IAC will dispose of ineligible applications.
- Eligible applications will be reviewed and assessed by a panel of professional peers. The panel meeting dates and times will be posted [here](#). The meetings will be open to the public for observation and may be recorded. **Applicants are encouraged to attend.** Applicants cannot lobby the panel on behalf of their applications before, during, or after the panel meetings.
  - The following [criteria](#) will be used in assessment of each application:
    - **25 points** – Quality of artist's work
    - **40 points** – Impact of the proposal on the artist's career development and public benefit that the artist provides through active community involvement
    - **35 points** – Feasibility of project completion
- Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations. The Indiana Arts Commission will review and ratify the funding recommendations at its June business meeting.
  - Reconsideration Policy and Appeal Process: The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. [Click here for more information.](#)

## After the Paneling Process

All applicants will be notified by e-mail of grant decisions after the Commission meets in June and approves the grants. If funded, you will receive electronic copies of your award letter, grant agreement, W-9 form, direct deposit form, and other pertinent materials. These materials will need to be thoroughly reviewed, printed out, signed and returned to the Indiana Arts Commission within ten business days. **Once the IAC receives your completed and signed forms, the State contract process will start. It can take up to 90 days to receive payment after the IAC begins this process.** For more information about required forms, please visit our [website](#).

[Contact the IAC if you have any questions.](#)